

Friends of Corvallis Parks and Recreation

1310 SW Avery Park Dr.
Corvallis, OR 97333

Board Meeting Minutes

June 19, 2018 5:00 pm

Attendees

Kristin Shreeve
Mary Buckman
Charley Fisher
Audrey Hatch
Stephanie Mehlenbacher
Karen Emery

Absent

Ken Haines
Roberta Sperling
Olga Loza
Jenny Meisel

Meeting called to order: 5:05 pm

Approval of Minutes from last meeting:

Charley moved to approve the April meeting minutes. Stephanie seconded. All were in favor. Minutes were approved by unanimous vote.

Treasurer's Report:

Kristin gave the Treasurer's report.

Highlights discussed:

Mary would like address to send "thank you" letter for a \$6K check (Rothschilds; but no return address on check). Donation was for the MLK feasibility study (categorized as "planning" and therefore we had decided not to take 3% out, as they are paying specifically just for a plan).

General fund up (took 3% on Majestic donation, anonymous donation of \$139K, used by Majestic to balance their budget).

Question from Mary: Should the Board have a role in approving spending the Majestic funding? Since we are responsible for oversight of the funds, seems like we should have a process to approve the spending (especially for large amounts). Karen: We don't have to approve specific funding obligations, as long as it's within the intent of the donor; however it would be good to have expenditures documented in the FOP minutes. Charley: most of the funding is going to specific projects; in practice, this documentation procedure won't work because of the size and scope of most transactions (i.e., Kristin sometimes needs to move relatively small amounts of funds relatively quickly, it does not make sense to wait for FOP meetings in every case). Charley suggests we discuss larger ticket items and flag them, discuss at the meeting, then the record of that discussion goes into the minutes. We vote through "approval of treasurers' report". Karen offered to provide a heads-up via email ahead of time; then at the meetings we already have flagged the larger ticket items for discussion and documentation. Group discussion: Within the next month will we spend anything down? What big expenses could be on the horizon? Senior Center example, purchase of new stove (\$15K). Kristin and Charley: The process of discussing each change could take more time and create more documentation for the new bookkeeper; suggest we see how this goes in the coming months along with transition to new bookkeeper (see discussion below).

Stephanie made a motion to accept the treasurer's report. Charley seconded. All were in favor. **Motion was passed by unanimous vote.**

Signs:

Karen printed; group reviewed the options for signs.

Made typo corrections.

Prefer wording on Option 1 “the white sign”.

Kristin made a motion for option 1 “the white sign”. Stephanie seconded. There was some discussion about the past email discussions and recognition that we had already approved spending the funding for the sign.

Unanimous support for option 1.

Bookkeeper:

Kristin and Charley met with Eileen Anderton. Eileen had reviewed the Quickbooks information provided by Kirstin, and estimated handling this information would cost approximately \$100/month, suggest going with hourly basis (i.e., current estimate is ~15 minutes per week under normal conditions), and if things end up taking more time (i.e., as MLK Park project moves forward; going into Nov/Dec/January set aside more time).

We can maintain the same address we’ve been using for folks to send donations to Parks office. Charley will visit Parks office (at least monthly); photocopy checks (so we can send thank you letters, etc); deposit at bank; deliver to accountant. This means we will not need to document another change of address (i.e., we don’t need to use the new accountants’ address). “Thank you letters” are generated via Quickbooks and the accountant will do this. Kristin has stored variations for different types of projects. Karen: this would work well with staff at the Parks office, routine is working well. Recommend we still have a Treasurer. Have the accountant email on a regular date before the upcoming meeting, i.e., 15th of each month. Kirstin: we could still maintain control of writing the checks; and make copies of all checks we write. Since there is no documented process for designating an official “signer”, it may be better to have this done at meetings. Mary: Agrees, we should maintain a Treasurer to act as signator on checks. A&S goes to Citizens Bank daily and so we do not anticipate delays in deposits. Eileen will also do taxes, via an hourly fee (990s).

We are all bummed that Kristin is stepping down from the board and not staying on to serve in this Treasurer role as of Sept 30th. However Kristin is willing to attend a Board meeting in October and we greatly appreciate her help.

Mary: would we sign a contract with them? Charley: would need to check with Eileen/A& S; had indicated we would get back to her with a decision. Mary: Would they be willing to come to a meeting? Or, would Mary want to meet with Eileen to understand the process better? Olga and Roberta use the A& S service and seem comfortable; Kristin thought Eileen was very capable; they are already managing bookkeeping for a lot of nonprofits (similar work). Charley and Kristin will manage thru the transition. Kristin, going to look in Quickbooks to see if there is a way to print deposit slips. Prints letters; fold; envelope; etc. Charley, not always Eileen but could be other bookkeepers who work on this task. Mary: are there any due diligence issues about needing to talk to more than one entity? Charley: we did talk to another firm; however they didn’t want to do this type of work for small nonprofits. Kristin: probably going to need more input from us on the Taxes; work with FOP Treasurer.

New Federal Fiscal Year begins July 1; we could officially begin new process at this time. Kristin and Charley can help work on a transition process over the next couple months.

Audrey: motion to hire A&S accounting bookkeeping service on hourly basis to manage our Books and to reevaluate in November 2018. Stephanie seconded. **Passed unanimously.**

Raising Our Profile

Majestic updates: Stephanie would like to encourage more donations for the Majestic through Friends of Parks. Would like to explain relationship of Majestic, FOP, and Cultural Trust. Donors get “star” for donations;

encourages and rewards small frequent donations. Providing Ad for FOP; add info to curtain speech; FOP flyers available in the theater (flyers updated with FOP info already; Karen has flyers). Goal: have more presence in the Majestic; communication about the mission of FOP. General agreement and support for this approach. Kristin: if people want special projects then we will need a separate line item in the budget. The first goal is to raise \$10K for the general fund. Separate if donors want to, but if not identified for a specific project, then goes into general Majestic fund and can allocate as desired. Could do once/month; build in reminders for Kristin.

Sponsoring Movie in the Park (see below)

Project Updates:

Karen: August 16th The Goonies at Avery Park (similar to Rotary event); Parks staff are putting together sponsor packages; if businesses give \$1000 they get XYZ; would be helpful to have businesses make their checks out to the FOP (get a Marketing letter). What's the definition of a donation? Answer from Kristin: If it's more than the value of the item, then it's a donation (i.e., what's the value of the marketing). Make \$ thru sponsorship to cover costs as seed money for next year and keep balance with Friends. Concessions, Kids Zone (similar to the Eclipse). Overall experience with Eclipse was very positive, with Parks staff appreciating the cross-team learning opportunities (i.e., Senior, Youth, Aquatics...). Putting together a marketing plan to roll out. Parks/Movie Logo/FOP. Discussed parking and bike parking at the event and at Avery Park in general.

Motion: Stephanie, To sponsor Movie in the Park 2018 by acting as the Fiscal Agent. Discussion: this means that in lieu of providing funding, we waive the fee but gain an excellent marketing opportunity instead; the magician and announcers at the event will mention FOP. Charley 2nd. **Passes unanimously.**

Upcoming events:

Thursday night (June 21st): Dunawi park meeting; 5 pm at Old Mill School. Presentations by Public Works (Creek restoration) and Parks (Wetland restoration). Discuss Starker funding for pond; drain into creek; add floating fountains.

Also PNARB at 6:30 pm Thursday evening.

Action Items

Mary will ask Olga to update and resend Sign Option 1

Charley will work with Kristin and A & S Accounting to follow-up from today's discussion and to begin a transition with the new fiscal year (July 1st)

Agenda items for next meeting:

Raising our Profile ~ Whiteside updates

The meeting was adjourned at 6:30. Next meeting: July 17th

Minutes submitted by Audrey Hatch.